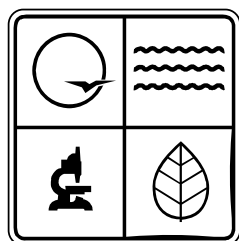


State Historic Preservation Office

SUPPLEMENTAL REQUIREMENTS FOR NATIONAL REGISTER REGISTRATION FORMS



Missouri
Department of
Natural Resources

Supplemental Requirements for National Register Registration Forms

Missouri State Historic Preservation Office and the
Missouri Advisory Council on Historic Preservation

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Introduction

Missouri's *Supplemental Requirements for National Register Registration Forms* were developed by the State Historic Preservation Office (SHPO) and the Missouri Advisory Council on Historic Preservation (MOACHP) to improve the quality and clarity of National Register nominations submitted from Missouri to the National Park Service. The requirements are supplementary to the directions and guidelines in *National Register Bulletin 16A: How to Complete the National Register Registration Form*.

Missouri's *Supplemental Requirements* cover three basic areas: bibliographic references/citations, photographs, and maps and drawings. This updated version incorporates new material and also clarifies Missouri's original National Register requirements with examples. Most of these additional requirements already are reflected in Missouri nominations that are submitted to the National Park Service. Others, such as requirements dealing with internet citations, were never formally stated.

These additional requirements are based on the premise that it is usually more efficient (and cost-effective) to research a property thoroughly at the time of nomination than to add information later. By improving the documentation on a nominated property, its significance can be better assessed in the present and understood in the future. For example, the National Park Service does not require bibliographic references or floor plans, and only requires snapshot-size photos. Missouri's position is that references are always necessary not only for the sake of veracity but to point the way for possible future research; floor plans make it possible to quickly get a sense of a property's spatial arrangement; and photographs larger than snapshots can more clearly illustrate a property's significant details.¹

It is the intention of the MOACHP and SHPO to periodically review Missouri's *Supplemental Requirements* to determine whether the additional effort to improve the clarity and quality of nominations is justified and does not constitute an unnecessary burden.

¹ The National Park Service encourages states to tailor the National Register program to their own needs by adding requirements. However, if the State Historic Preservation Officer refuses to nominate property because state requirements have not been met and the refusal is appealed to the Keeper, only the minimum requirements of the National Park Service would apply. See 36 CFR Part 60, s 60.12 (Nomination Appeals).

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List of Supplemental Requirements

- A. Bibliographic References and Citations: Sources, either paraphrased or quoted, in the Section 7 and 8 narratives of National Register nominations must be acknowledged using a standardized method of citation (e.g., Chicago style, MLA, scientific). Citations should be clear, concise and consistent throughout the nomination form.
- B. Internet Citations: Internet sources are acceptable in Missouri National Register nominations but preparers are cautioned to apply the same tests for veracity to internet sources that they apply to all other sources. Citations should be clear, concise and consistent throughout the nomination.
- C. Black and White Photographs: Two sets of unmounted black and white photographs are required with each nomination. The photographs must illustrate the characteristics that relate the property to its type, as well as depict its overall character and condition. The photos may be traditional silver emulsion b&w prints, or they may be digital b&w prints which meet a 75-year permanence standard. Neither color nor chromogenic b&w prints will be accepted. Silver based prints must be at least 5" x 7" and no larger than 8" x 10" (the preferred size). Digital prints must be either 5" x 7" or 8" x 10" and must be accompanied by corresponding electronic image files. (Except for size and the need for two sets of prints, photographic requirements for the National Register and Missouri are essentially identical.)
- D. Interior Photographs: Interior photographs are required when the property is individually nominated for significance in the area of Architecture, when it is necessary to explain an important feature of the building or point raised in the text, or when the property derives significance from interior features or details.
- E. Historic Photographs: When available, good quality photographs or photographic reproductions of historic photographs and/or illustrations of the subject property should be included.
- F. Floor Plans: Floor plans of at least the main level of the property are required for individual nominations. Neatly hand-drawn plans are acceptable. Floor plans are generally not required for districts.
- G. Site Plans: Site plans are required for districts and when the nominated property consists of more than one building or other resource. All plans and drawings must include a north arrow, a legend and a bar scale to give approximate measurements.
- H. Original Architectural Drawings: When original architectural drawings are available, their location should be cited in the nomination. It is suggested that representative copies of architectural drawings, reduced to 8 ½" x 11", be submitted with the nomination whenever possible.

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Requirement A: Bibliographic References and Citations

Sources, either paraphrased or quoted, in the Section 7 and 8 narratives of National Register nominations must be acknowledged using a standardized method of citation (e.g., Chicago style, MLA, scientific). Citations should be clear, concise and consistent throughout the nomination form.

Often, National Register nominations provide the only concise documentation of a significant property and its history. It is important that the information contained in the registration form be clearly referenced so that future researchers can use the document as a starting point for further research. While the National Park Service does not specifically require bibliographic references and citations, the NPS does require that enough documentation be provided to support the nominated property's significance. Bibliographic references are an obvious, universally understood method of citing the authority for statements in the text, whether specific facts, opinions or exact quotations.

Methods of citing references are outlined in numerous writing style manuals, such as:

Books:

American Psychological Association. *Publication Manual of the American Psychological Association: 5th edition*. Washington, DC: American Psychological Association, 2001.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers: 6th Edition*. New York: Modern Language Association of America, 2003.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses and Dissertations, 6th Edition*. Chicago: University of Chicago Press, 1996.

Requirement B: Internet Citations and Sources

Internet sources are acceptable in Missouri National Register nominations but preparers are cautioned to apply the same tests for veracity to internet sources that they apply to all other sources. Citations should be clear, concise and consistent throughout the nomination.

An increasingly useful research tool, the internet often provides the easiest access to resource materials. Websites sponsored by institutions such as the Library of Congress or the National Archive and Record Administration often have digital versions of the text, photographs and maps that are available in hard copy form at local repositories. But internet sources should be selected and used with caution, and the internet must be considered an ephemeral medium because domain names change, servers crash, and sites available today may be closed forever tomorrow.

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Ideally, internet citations will be used mainly to supplement the information in primary documents such as books, newspapers and journals. It is important that the researcher scrutinize the website and the information to determine if the site is a reliable information source. To this end, the University of Wisconsin—Eau Claire has developed “Ten C’s For Evaluating Internet Sources.” This guide is on their McIntyre Library website at www.uwec.edu/library/Guides/tencs.html.

Requirement C: Black and White Photographs

Two sets of unmounted black and white photographs are required with each nomination. The photos must illustrate the characteristics that relate the property to its type, as well as depict its overall character and condition. The photos may be traditional silver emulsion b&w prints, or they may be digital b&w prints which meet a 75-year permanence standard. Neither color nor chromogenic b&w prints will be accepted. Silver based prints must be at least 5” x 7” and no larger than 8” x 10” (the preferred size). Digital prints must be either 5” x 7” or 8” x 10” and must be accompanied by corresponding electronic image files.

Often, visual documentation is the most accessible and understandable part of a nomination. It is important that photos contain sufficient information to illustrate the integrity and significance of a property, and that they be processed in a manner that will insure high permanence. Show the principal facades and the environment or setting in which the property is located. Additions, alterations, intrusions, and dependencies should appear in the photos. For districts, streetscapes are more important than views of individual buildings, although major buildings and styles should be represented. Noncontributing properties also should be represented. (Also see Requirement D: Interior Photographs.)

Two sets of prints enable the national and state repositories to have identical documentation of the resources. One set is submitted to the National Park Service and one set is retained in the Missouri State Archives. Prints larger than snapshot size are required by Missouri because they can more clearly illustrate the significant details and features of a property. Because of storage limitations, prints larger than 8” x 10” should not be submitted.

It is important that photographs be processed in a way that will insure relatively high permanence. Traditional black and white printing (still the first choice when maximum archival permanence is desired) is simpler than color, but it is fast becoming a lost art. Prior to March 2005, only traditional silver emulsion b & w prints were accepted by Missouri and the National Register. Since March 2005, digital b & w prints have been accepted provided they meet or exceed a 75-year permanence standard. No manipulation of the images is allowed.

Electronic image files must be submitted along with digital prints. The images must be saved as uncompressed .TIF (Tagged Image File format) files on CD-R media, in keeping with guidance on digital photographic records issued by the

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U.S. National Archives and Records Administration. The size of each image must be 1600x1200 pixels at 300 pixels per inch or larger. For maximum detail, digital images should be saved in 8-bit (or larger) color format (although the prints themselves must be in b & w). The file name for each electronic image must correspond with the photo log included in the nomination and the information on each photo, and it should also reference the state and county in which the property is located. For example, the image files for the John Doe House in Iron County, Missouri, would be saved as "MO_IronCounty_Doe1.tif," MO_IronCounty_Doe2.tif," etc.

Following is the National Register's non-comprehensive list of acceptable ink and paper combinations for meeting the longevity standard for digital prints:

Epson UltraChrome pigmented inks: Epson Premium Glossy Paper; Epson Premium Premium Semigloss Photo Paper; Epson Premium Luster Photo Paper; Epson Premium Semimatte Photo Paper; Epson UltraSmooth Fine Art Paper; Somerset Velvet for Epson; Epson Velvet Fine Art Paper; Epson Textured Fine Art Paper; Epson Enhanced Matte Paper.

Epson Picture Mate inks: Epson PictureMate Photo Paper.

Hewlett-Packard (H) 84/85 dye-based inkset: HP Premium Plus Photo and Proofing Gloss; HP Premium Plus High Gloss Photo Paper; HP Premium Plus Soft Gloss Photo Paper; HP Premium Photo Paper, Gloss; HP Premium Photo Paper, Soft Gloss.

Hewlett-Packard 59 gray photo cartridge: HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss).

Hewlett-Packard 100 gray photo cartridge: HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss).

Hewlett-Packard Vivera inks (95 and 97 tri-color cartridges): HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss).

Today many photos which may appear to be archivally stable b&w prints have in fact been color-processed and printed on chromogenic paper. Such prints are not acceptable because their longevity is relatively poor. Traditional silver based b & w images exist in the form of microscopic arrangements of metallic silver on paper. On chromogenic paper, the "black and white" effect involves dyes rather than metallic silver. The silver is bleached out during the processing of chromogenic prints. None of the dyes currently used in such prints is considered to have archival qualities comparable to traditional silver emulsion prints or digital prints made with acceptable ink and paper combinations.

An example of a film designed for traditional black and white developing is Kodak T-Max 400. An example of an enlarging paper made for traditional b&w printing is Ilford Multigrade IV RC. Kodak manufactures other b & w films, as do other companies. Kodak has discontinued its line of b & w papers but Ilford and many other companies still offer them. Chromogenic b & w film (which says "Process C-41" on the box) is a hybrid. It must be processed using color chemistry, and

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the prints received from a one hour lab will be unacceptable chromogenic black and whites. However, these same chromogenic negatives can be taken to any b & w lab that still accepts traditional silver emulsion negatives and printed on silver based paper. Such prints are, of course, acceptable.

Discuss your needs with the photo technician to ensure that you receive quality prints of the correct type. If you want the highest archival quality, silver emulsion, fiber-based paper is the best choice. Silver emulsion, resin-coated (RC) paper is a less expensive alternative and is also of high archival quality. Chromogenic prints are not acceptable. Photo labs which offer a true b & w process from start to finish are becoming harder to find, especially outside of large cities. However, many photo labs also offer professional digital services. Several commercial methods produce high-quality prints from digital images that meet or surpass the 75-year permanence standard. With digital images, longevity is dependent on the ink and paper combinations used to produce the prints (see above).

Finally, be careful not to spoil the prints by marking them incorrectly. Preferably, use a soft lead pencil such as a 6B. Print the required information on the back in the lower right corner. At a minimum include the sequential number, property name, county and state. List other necessary information on a continuation sheet. Do not use a ball-point pen or a smudgy type of pencil. Prints with adhesive labels will not be accepted.

For additional information on photography, preparers may wish to consult *National Register Bulletin 23: How to Improve the Quality of Photographs for National Register Nominations*. Although *Bulletin 23* was written before the digital revolution, it otherwise provides a clear explanation of the technical aspects of photography as they pertain to National Register nominations.

Requirement D: Interior Photographs

Interior photographs are required when the property is individually nominated for significance in the area of Architecture, when it is necessary to illustrate an important feature of the building or point raised in the text, or when the property derives significance from interior features or details.

Interior views generally should depict architectural features and integrity. Representative views of the “best features,” photographs illustrating integrity (or lack thereof), and photos of significant spaces and structural details are helpful in assessing integrity and documenting the property.

Suggested subject matter for interior photographs includes:

- “Best feature” elements: Mantels, decorative plaster moldings and medallions, staircases, wood door and window enframements and other trim.

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- Significant spaces: Hotel and bank lobbies, theater auditoriums and stages, decorative parlors, large open factory or warehouse spaces.
- Structural details: Log joints, heavy timber framing, truss systems, masonry arches or courses.

Requirement E: Historic Photographs

When available, good quality photographs or reproductions of historic photographs and/or illustrations of the subject property should be included.

Historic photographs are interesting in their own right, plus they help reviewers assess the integrity of the resource by documenting changes or the lack thereof. Copies of historic photographs can be included with current black and white photos as additional documentation. Alternately, scanned or electronic versions of historic photos can be placed directly into the registration form as part of the Section 7 or 8 narrative.

Requirement F: Floor Plans

Floor plans of at least the main level of the property are required for individual nominations. Neatly hand-drawn plans are acceptable. Floor plans are generally not required for districts.

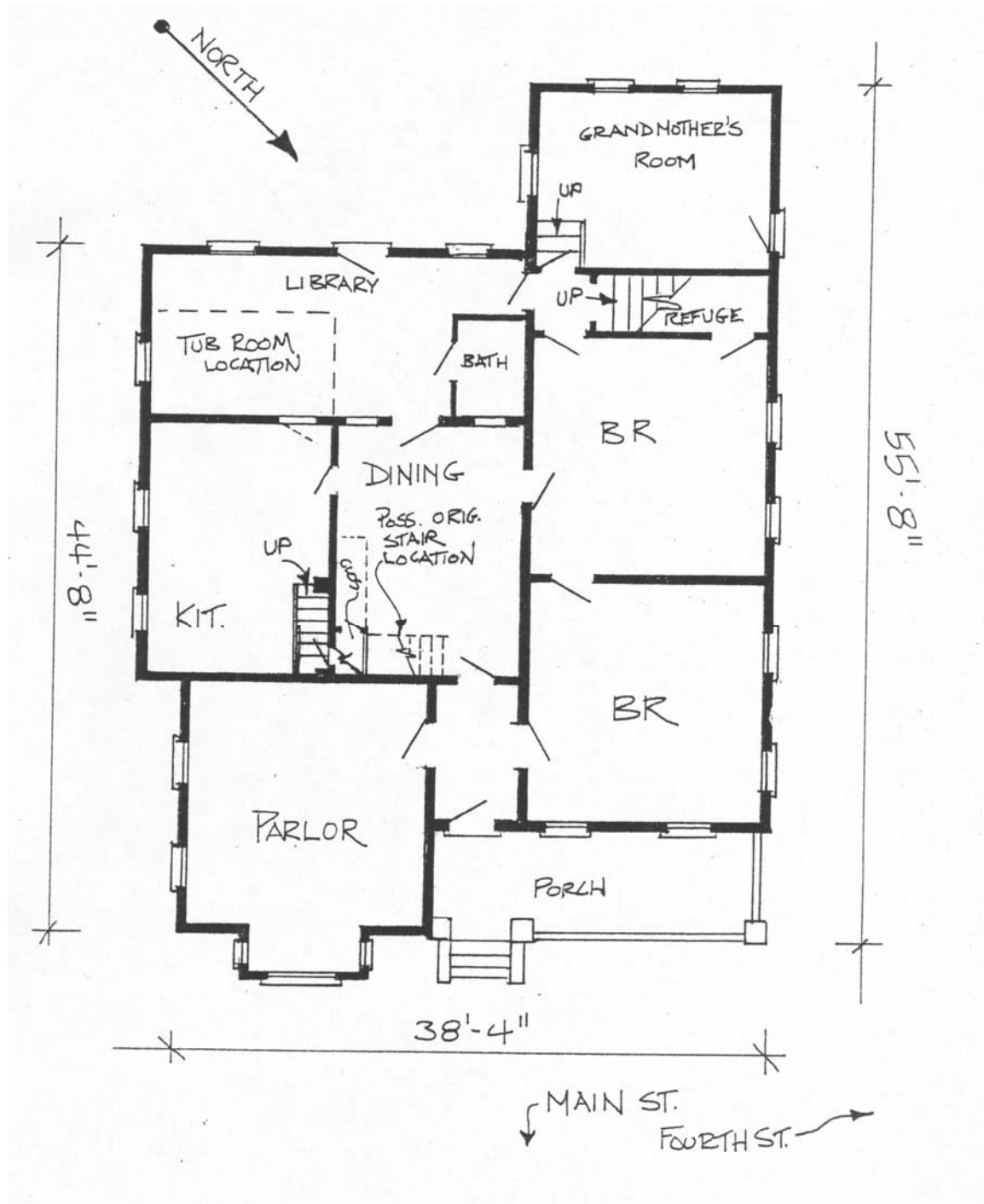
Floor plans, along with maps and drawings, can do more than help locate a property. They can also assist in understanding the events that influenced its construction, how it evolved, and how it relates to the land and any associated resources. Floor plans, maps and drawings also can assist in understanding those who built, lived in or were otherwise associated with a property. (See Figure 1)

Construction methods and materials, climate, culture and/or use and function determine the layout, size and massing of a building. Many building types, especially vernacular forms such as hall-and-parlor and dogtrot, are defined by their interior layout. As construction technology changed, floor plans became more flexible to meet the demands of modern architectural styles and culture. Consequently, interior spacing often cannot be understood only by looking at a building's exterior. Floor plans then become essential for documenting properties and understanding how they developed.

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Figure 1: Example Floor Plan, Dr. Enoch T. and Amy Zewicki House, Osage County, Missouri.
Drawn by Debbie Sheals



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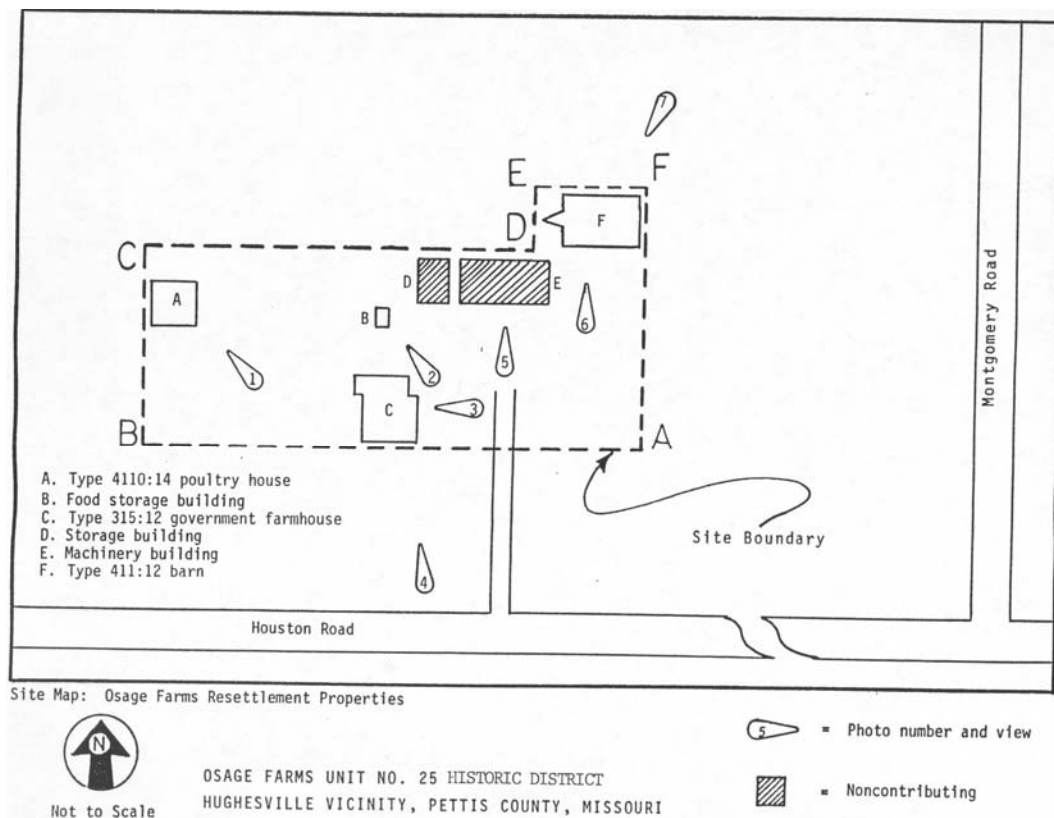
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Requirement G: Site Plans

Site plans are required for districts and when the nominated property consists of more than one building or other resource. All plans and drawings should include a north arrow, a legend and a bar scale to give approximate measurements.

Whether the nominated property consists of rural resources such as a farmstead (see Figure 2) or an urban historic district (see Figure 3), site plans are essential in understanding how the resources relate to each other. Site plans (also called footprint maps) have multiple functions within a National Register nomination. Site plans can indicate the orientation of buildings, scale, camera angles and photograph numbers, contributing and noncontributing properties and site boundaries.

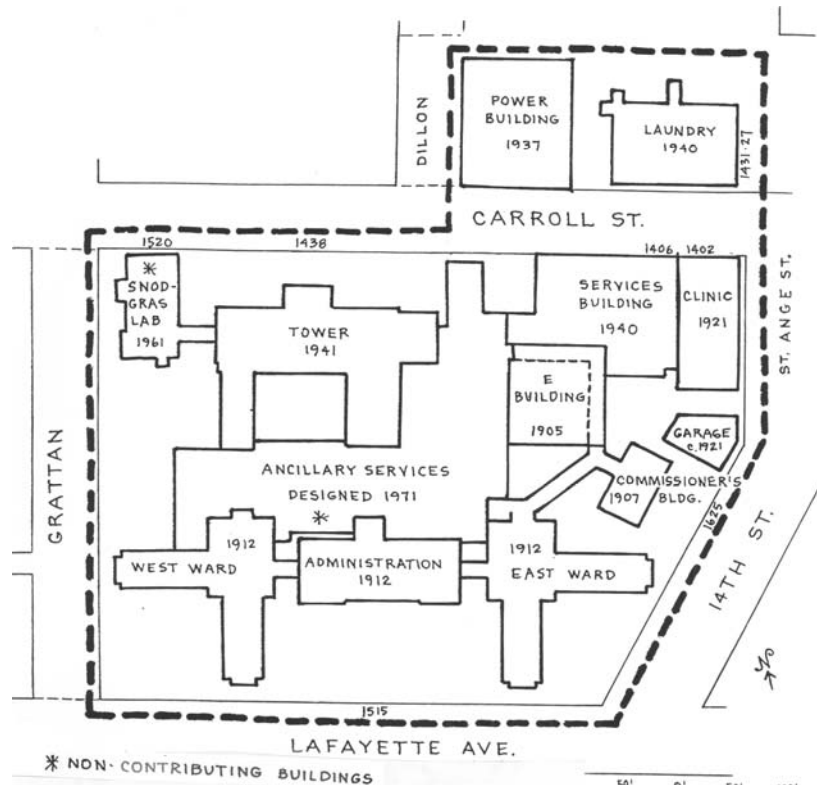
Figure 2: Osage Farm Unit No. 25 Historic District, Osage Farms Resettlement Properties, Hughesville vicinity, Pettis County, Missouri. Drawing by Roger Maserang



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Figure 3: City Hospital Historic District, St. Louis [Independent City], Missouri. From nomination prepared by Lynn Josse, Landmarks Association of St. Louis



Requirement H: Original Architectural Drawings

When original architectural drawings are available, their location should be cited in the nomination. It is suggested that representative copies of architectural drawings, reduced to 8 1/2" x 11", be submitted with the nomination whenever possible.

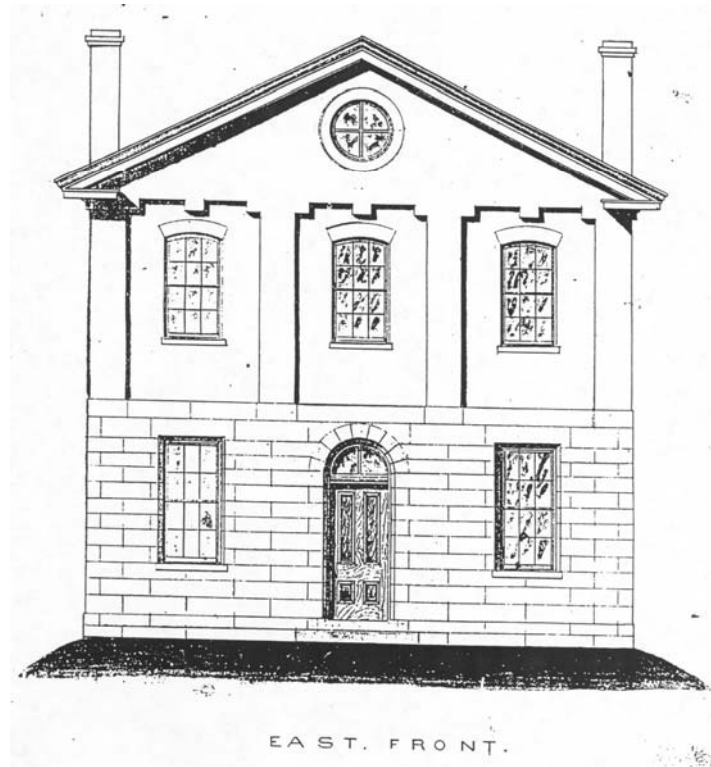
Many of the buildings nominated for listing in the National Register were not architecturally designed and no physical documentation of their construction exists. Plans for others were destroyed, lost or have yet to be discovered. When original drawings of a historic property exist, it is important that they become an integral part of the documentation of the property.

Even when architectural drawings exist, the option of including them in reduced-size is not always available; many repositories do not allow reproduction. If reproduction is not an option, a reference to the repository and its location must be included in the text and/or bibliography of the registration form.

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Figure 4: St. Francois County Jail and Sheriff's Residence, St. Francois County, Missouri.
Reduced copy of drawings by Charles H. Pond, 1870. Drawings taken from the National Register nomination for the St. Francois County Jail written by Debbie Sheals.



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Common Pitfalls in Preparing the National Register Registration Form:

- Not filling in all necessary blanks on the cover jacket is a common pitfall. If there is no information for one of the categories or the question is not applicable to the property, generally the form should be marked with "N/A." Also see *Bulletin 16A: How to Complete the National Register Registration Form*.
- When entering information in the cover jacket, most notably in Section 6 (Function or Use) and Section 7 (Description), use the precise terminology provided in *Bulletin 16A*, page 27. Save elaboration and qualification of terms for the narrative description.
- When entering names of the architect and/or builder in Section 8 (Statement of Significance), last names should be listed first. For example: Smith, John/architect.
- When writing the narratives for Sections 7 and 8, focus on the purpose of each section. The purpose of Section 7 is to describe the property's current physical appearance and establish integrity. Major changes since the property's construction or period of significance must be described. The purpose of Section 8 is to state and justify the property's significance.
- Nominations must be typed or computer-generated, and they must be clearly legible. Correction fluid or correction strips must not be used in the submitted version.
- Always label USGS (topographic) maps with a plain lead pencil. Nothing else is acceptable. Photographs, whether silver based or digital, normally should be labeled on the back with a plain lead pencil as well. A soft lead (6B) pencil is preferable for prints on resin coated (RC) paper. If a pencil will not work because the paper is too shiny, please contact the SHPO. Never use a ball-point pen on photos or any other part of a nomination.

If you have any questions about these Supplemental Requirements for National Registration Forms, please contact the SHPO at (573) 751-7800 or (573) 522-4641.